



Bid Notice Abstract

Request for Quotation (RFQ)

Reference Number	7991244
Procuring Entity	DEPARTMENT OF TOURISM
Title	Procurement of Service Provider for the provision of Meals for various Bids and Awards Committee (BAC) and Procurement-Related Activities/Meetings for CY 2021 (2nd Posting)
Area of Delivery	Metro Manila

Solicitation Number:	RFQ No. 2021 - 09 - 0101 (2nd Posting)	Status	Pending
Trade Agreement:	Implementing Rules and Regulations	Associated Components	2
Procurement Mode:	Negotiated Procurement - Small Value Procurement (Sec. 53.9)	Bid Supplements	0
Classification:	Goods	Document Request List	0
Category:	Catering Services	Date Published	11/09/2021
Approved Budget for the Contract:	PHP 144,000.00	Last Updated / Time	10/09/2021 16:40 PM
Delivery Period:	5 Month/s	Closing Date / Time	14/09/2021 10:00 AM
Client Agency:			
Contact Person:	John Paulo Samonte Francisco Administrative Assistant III 351 Sen. Gil Puyat Avenue Makati City Metro Manila Philippines 1200 63-02-4595200 Ext.425 63-02-4595200 jsfrancisco@tourism.gov.ph		

Description

TERMS OF REFERENCE

Procurement of Service Provider for the provision of Meals for various Bids and Awards Committee (BAC) and procurement-related Activities/Meetings for CY 2021

I. OBJECTIVE

To procure a service provider for the provision of Meals for various Bids and Awards Committee (BAC) physical Activities for CY 2021.

II. DURATION OF THE CONTRACT

The contract shall be for a period of five (5) months effective from the approval of contract covering the months.

III. SCOPE OF WORK/DELIVERABLES

Particulars Unit Cost
(in Php) No. of Pax Estimated No. of Meetings

- (per month)
- A. Individually Packed Lunch
 - Minimum two (2) viands (choices of beef, fish, pork, or chicken),
 - with soup,
 - with vegetable dish,
 - dessert,
 - rice, and
 - bottled drinking water
 - coffee and soda or juice 400.00 12 4
 - ([PhP400.00] x [12] x [4]) Sub-total PhP19,200.00
- B. Snacks (AM and PM)
 - Choices of sandwich, pasta, or cake,
 - bottled drinking water, and
 - coffee and soda or juice 200.00 12 2
 - ([PhP200.00] x [2] x [12] x [2]) Sub-total PhP9,600.00
 - (PhP28,800.00) x 5-months) TOTAL PhP144,000.00

Note: Ordering of meals shall be made/finalized at least one (1) day notice before the scheduled meeting.

QUALIFICATION REQUIREMENTS

PhilGEPS Registered
 At least five (5) years in providing catering services/meals to government agencies;
 Must submit at least two (2) certificate of satisfactory service rendered issued by both private and government agency/ies for the past two (2) years.
 Service provider must within Metro Manila only.

IV. SOURCE OF FUND AND APPROVED BUDGET FOR THE CONTRACT (ABC)

One Hundred Forty-Four Thousand Pesos (PhP144,000.00), inclusive of applicable taxes, delivery fee, and other charges. Chargeable against FY 2021 AS-PMD (MOOE) Funds.

V. MODE OF PAYMENT

The processing of payment of services rendered shall be made upon receipt of the charge invoice billing statement on a monthly basis. The billing statement shall contain the actual services rendered for the given month but the cumulative billing for the entire contract duration shall not exceed the total contract price.

VI. CONTACT PERSONS

Ms. Melanie Claire Singzon, and/or
 Ms. Maria Alma Almazan
 Bids and Awards Committee Secretariat Members
 Email Address: mpsingzon@tourism.gov.ph / moalmazan@tourism.gov.ph
 Contact No. 4595200 to 5230 local 425

Noted by:

GODOFREDO R. MALDONADO, JR.
 Chief Administrative Officer
 Procurement Management Division (PMD), and
 Head, Bids and Awards Committee (BAC) Secretariat

Line Items

Item No.	Product/Service Name	Description	Quantity	UOM	Budget (PHP)
1	Catering Services	Procurement of Service Provider for the provision of Meals for various Bids and Awards Committee (BAC) and procurement-related Activities/Meetings for CY 2021	1	Lot	144,000.00

Other Information

Eligibility Requirements

1. Mayor’s/Business Permit issued by the city or municipality where the principal place of business of the prospective bidder is located, or the equivalent document for Exclusive Economic Zone Area,

In cases of recently expired Mayor’s/Business permits, it shall be accepted together with the official receipt as proof that the bidder has applied for renewal within period prescribed by the local government unit.

2. PhilGEPS Registration Number

3. Latest Income/Business Tax Return (For ABC above PhP500, 000.00)

4. Original or Certified True Copy of Duly Notarized Omnibus Sworn Statement

Note: Kind submit your quotations together with your eligibility requirements thru email and sent it to jsfrancisco@tourism.gov.ph on or before 14 September 2021 at 10:00 am. Late and unsigned quotations shall not be accepted.

Created by John Paulo Samonte Francisco

Date Created 10/09/2021

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